



# Minutes

## Bicycle & Trails Advisory Committee

REGULAR MEETING

OCTOBER 21, 2004

**CALL TO ORDER:** Member Eltgroth called the meeting to order at 6:25pm

**PRESENT:** Scott, Eltgroth, Clark, Cheu, Hauge and McCann

**ABSENT:** Hubbell  
Parks and Recreation Commissioner Tom Madalena

**STAFF:** City Manager J. Edward Tewes  
Public Works Senior Engineer Julie Behzad  
Public Works Deputy Director of Public Works Karl Bjarke  
Public Works Administrative Secretary Karen Nelson

**DECLARATION - POSTING OF AGENDA:** Ms. Behzad certified that this meeting's agenda was duly noticed and posted in accordance with Government Code Section 54954.2.

**PUBLIC COMMENTS:** Ms. Behzad opened the meeting to public comments. There being no comments, the public comments period was closed.

**MINUTES:** The minutes for the September 16, 2004 meetings were unanimously approved with minor corrections noted.

### **ORAL REPORTS:**

#### **1. Staff Report**

##### **\* Status of Grant Applications**

##### **DSR2S Street Grant:**

Ms. Behzad reported the application was filed in February, 2004. Caltrans to release Cycle 5 project selection in the Fall of 2004.

### TDA Bike Detector Loops

Ms. Behzad reported that the City just got approval for this grant. We will do design for this Capital project along Monterey.

### Coyote Creek Connection, TFCA Grant:

Ms. Behzad reported that City was recently notified that it is being recommended for grant funding, however, we are waiting for approval in writing. Staff will be back with a completed design.

### Future Grants:

EEM Grant- Due November 19, 2004 (Butterfield Linear Park Extension)  
HES Grant – no due date – Watsonville Bridge Widening Project will be proposed.

## **2. 2004 City Council Goals Regarding Governance**

City Manager Tewes reported the City Council asked him to evaluate how the Council members involve themselves in commissions & committees and how they interact in policy making.

Appointment Process – How Can We Improve It? Members reported being appointed based solely on their application; others had interviews with the PRC. Usually applicant is notified of an interview by PRC prior to their being appointed, then applicant is sworn in. Mr. Tewes asked if it was clear what they were applying for and if there was a job interview with relevant questions. Yes, but there was very little questioning. No suggestions for modification – process is working.

Orientation – Was there a formal orientation process? Member Eltgroth was the only member who reported having formal orientation or training on conducting/running meetings. Everyone attended a meeting on ethics training. Could you be a better member with more or better training? Members present agreed that training on how to run a meeting, including the Brown Act, could be reviewed. Member Clark noted that training in the process of how things work within the City government as it relates to this committee, including PRC and up to the City Council, would be helpful. Specific questions included “what is the right way to go about getting something funded” and “how are things funded in general?” Mr. Tewes said this training could be accommodated within a meeting, and the committee agreed.

Committee’s purpose and mission – Is it clear to committee members as well as people outside of the committee? It is unknown how clear the understanding is between PRC and BTAC. Liaison role – is that a good idea? Yes. Member Hauge noted that he wasn’t clear in the beginning of the committee’s mission, nor did he know how to run a meeting. We often defer to Member Eltgroth because he knows how procedure should run. PRC gets a copy of our minutes so they are informed about what action is taken. PRC never gives BTAC any assignments, although we have sent things the other way. Staff has done an excellent job on public projects to ensure that bike parking is included, but BTAC doesn’t get a chance to review projects prior to completion of design. Mark Grzan once asked BTAC to look at trails, but he wasn’t aware that there was already a trails plan in

the general plan. Lack of communication was a concern. Member Hauge said he feels that this committee can take on an adversarial role because they get involved in noting when things aren't done, and questioned if that is the role they are supposed to be in. Members know the bike issues better than most people, and it could be helpful to be able to bring those issues to the City. Mr. Tewes noted advisory committees can be set up to get opinions or expertise. The committee is here to make Morgan Hill a more bike friendly committee; we can be a resource to others regarding bikes. Member Scott noted the committee has a mission statement. Member Hauge noted that addressing issues earlier rather than later can save money. Being involved early on about lanes, loops, and parking, can be a service to the community and save the City money and make sure we are in compliance with state requirements. Member Eltgroth noted that he wrote to RiteAid and Walgreens asking them to install bike parking because he felt the City didn't follow through with enforcement of city standards for bike parking. Member Scott noted that in Palo Alto the Bike Committee formalizes their motions to ensure that they go up to the next level, in their case the Planning Committee and in our City it would be the PRC. Member Eltgroth noted that most cities have a bike/pedestrian committee; maybe the BTAC should report to the Planning Commission instead of the PRC since we deal mostly with streets, although the trails portion may belong with PRC.

Staff support – how do you judge staff support? Members indicated Ms. Behzad does a good job. Member Eltgroth feels staff should be able to tell us what direction to take and they don't always know the process. It was noted that may also be due to the BTAC being under the PRC versus another commission. Mr. Tewes noted that fewer than 10 committees exist.

Workload – too much to do versus time on your hands? Member Clark said that it's self-leveling; "we do what we can do. If things need to get done, we find someone to do them."

Agenda – Items are added through both staff and committee members.

Relationship with PRC – Mr. Tewes noted that the ARB (Architectural Review Board) issues site plan approval that does or doesn't have bike parking. Member Eltgroth asked that we schedule someone from the ARB to come to a future meeting to explain their process.

Public Input – The Bike to Work Week energizer station, bike rodeo, and Taste of Morgan Hill is where the BTAC gets public input. Those members that work in bike shops tend to get more input.

City Council – They tend to refer to Member Eltgroth versus another committee member. Communications have been positive; we had a resolution for bike to work week. In relation to the Community Award for Cycling Promotion, Member Hauge talked with Mayor Kennedy about what committee was doing and informed the committee of their discussion. The Mayor was receptive to meeting with him. Additionally, the Mayor solicited input from Member Eltgroth about how things were going. The Mayor also recently attended meetings regarding the proposed upcoming bike race. The Council has been very supportive of the BTAC committee.

### **3. Bikeways Master Plan Quarterly Review**

Ms. Behzad passed out a copy of the quarterly review. Member Eltgroth noted there wasn't a reference to the bicycle technical guidelines. On page 2 of the BMP update where it talks about implementation update, current design standards referenced Caltrans standard guidelines but there is no mention of VTA guidelines. Ms. Behzad said we will make the change. Members McCann and Eltgroth moved that this item be continued to allow members more time to review.

### **4. Countywide Bicycle Advisory Committee Update**

- Member Eltgroth reported that he did not attend the County meeting this month as he attended the Downtown Traffic Workshop instead.
- The main topic to be discussed was review of the West Little Llagas Creek Trail.
- They are covering the changing methodologies to determine bike funding, and that information was given to Karl. This item will carry over to the next month.
- Someone should attend the meeting in November on the 2<sup>nd</sup> Wednesday. They are covering Tier 1 funding and understanding what bike funding is all about: MTC covers 9 counties, VTA is the congestion management agency for Santa Clara County, funds sometimes go through MTC, sometimes through VTA. It is the same with flood control for Little Llagas Creek.

### **5. Chair Announcements**

- None

## **BUSINESS**

### **1. Morgan Hill's Bicycle Friendly Community Application**

Member Hauge still has nothing to update at this time.

### **2. Bike Parking at Taste of Morgan Hill**

Member Clark reported 104 bikes were parked and thanked everyone who participated or caused it to happen. Lots of people utilized the service and really appreciated it. Some looked on W 1<sup>st</sup> side, but the E 1<sup>st</sup> side worked better for people who came off Depot and weren't forced to come through the festival. Member Eltgroth asked Member Clark if the Chair responsibilities notes had been updated for next year's Chair. Member Scott requested we keep a binder with tabs for histories of procedures and notes for events. Member Clark noted some people came by because they thought it was a raffle, and perhaps next year a raffle could be done if someone would donate something.

### **3. Application for Environmental & Mitigation Grant Funds – Butterfield Linear Park Extension**

Ms. Behzad reported a staff report, resolution, and grant application was prepared by David Gittleson for the 10/27/04 Council meeting. Application to the Environmental Enhancement and Mitigation Program is for the 2005-06 funding cycle. The main priority for these grant funds is the extension of the linear park between Main Avenue and Central Avenue to complete the rest of the multi-use path and covers design and construction of the path. The application will be sent out by 11/19/04.

**4. Sprockids/LAB Programs in Morgan Hill**

Continued to the next meeting as Member Hubbell was not in attendance.

**5. Bike Race**

Member Clark reported a meeting held a week ago with Member Clark, Member Scott, Downtown Association representatives, Dan Craig & Sunday Minnich, and Rick Sutton, owner of Gale Force Marketing. Mr. Sutton puts on the Sea Otter Classic, which is a 10,000 participant, 50,000 spectator event in late April. Member Clark passed out a summary sheet of the details Mr. Sutton reported at the meeting that it would take to create a quality bike race in Morgan Hill. Specialized Bike has signed up to become the title sponsor of the event on 4/10/05. This date was chosen because it is the week before the Sea Otter Classic, and the week after the Redlands Cycling Classic which means lots of amateur and professional cyclists will be in the area. The organizing committee was told that the BTAC, Downtown Association and the Chamber of Commerce are all in support of the bike race. Member Clark took his outline to PRC and presented this to them as a concept and asked them to support the concept to take it forward to City Council. The PRC made it clear they were unable to fund anything; he made it clear we weren't asking for funding just support to the City Council. In return for City Sponsorship including police, minor roadwork, volunteer support, emergency response, the promoter will fund the event. He would go to local sponsors for see-through sponsorship. We own the sponsorship, but we could get other sponsors to fund the costs for us. PRC agreed to endorse it and pass it on to City Council. We will need to know the cost of road closures from 5am to 7pm, street traffic, 2 ambulances from 8am to 6pm, and meeting room facilities. There will be a \$15,000 cash purse; it is estimated that we would have 150 or so amateur and professional riders. Specialized Bike will bring in their professional riders. Promoter wants a long stretch of road for viewing. Main Avenue from Monterey to Del Monte would need to be closed to ensure a safe course for the riders. Neither the Chamber nor the Downtown Association has been asked to provide any financial support nor have they volunteered any. It was suggested that maybe the City would go to those two agencies to get funding for these list items. There would be NO cost to the public to attend as a spectator. Promoter is responsible to apply for permits through the City. The designated cycling club (Morgan Stanley) will get authorization from the cycling body. USA Cycling would have liability insurance through event permit from the cycling governing body. Mr. Sutton would like this to become a sustainable event and a prologue to the Sea Otter Classic.

**6. December, 2004 Meeting – Cancel?**

All members voted unanimously to cancel the December, 2004 BTAC meeting.

### **ANNOUNCEMENTS**

- Member Eltgroth is teaching a bike skills class 10/22/04 & 10/23/04
- Members Eltgroth and Clark won't be at November meeting.

### **REQUESTS FOR FUTURE ITEMS**

(This is the opportunity for any committee member to have an item placed on a future agenda.)

- Need a calendar of events with dates to start to working on the items.

**ADJOURNMENT:** Meeting was adjourned at 8:30pm. The next meeting will be held on November 18, 2004 at 6:15 pm.